



# **BORDER TERRIER CANADA**

## **POLICY AND PROCEDURES DOCUMENT**

April 2004, (Revised April 2014, August 2014, & January 2016)

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# **BORDER TERRIER CANADA**

## **POLICY AND PROCEDURES DOCUMENT**

### **SECTION 1: MEMBERSHIP**

- 1.1 Application for Membership
  - 1.1.1 Application for Membership can be made by any adult age 19 and older by completing and submitting the Border Terrier Canada (BTC) Application for Membership properly completed and signed by two sponsoring Regular Members, a signed copy of the BTC Code of Ethics and the prescribed fee. A Member must be a Regular Member in good standing for at least two years prior to sponsoring an applicant. By signing these forms the applicant agrees to abide by the Constitution and By-laws of BTC. A new Member will be deemed to be an Associate Member. Associate Members may participate in all aspects and activities of BTC including Committees but cannot vote or hold office. Associate Members will remain Associate Members for at least 12 months after their application has been received by the Secretary. Persons who apply October 1 and later in any one year will have their membership fee applied to the following year and will be an Associate Member until the second January following receipt of their application.
  - 1.1.2 The completed application(s) and fees shall be sent to the Secretary.
  - 1.1.3 Applicants will be informed in writing, by the Secretary, of the receipt of their Application for Membership. An applicant will be informed in the written communication if the application is not properly completed and signed by two sponsoring regular Members, or if the applicant does not meet the eligibility requirements for Membership in Section 1.2 of the By-laws. The names of the new Associate Members will be published in the following issue of BTC's newsletter, Border Patrol.
  - 1.1.4 If more than one Member resides at an address, only one copy of official mailings will be sent to the applicant's household.
  - 1.1.5 The application form may be updated from time to time, subject to the approval of the Board of Directors.
- 1.2 Renewal Procedure
  - 1.2.1 Membership fees are payable as of January 1 each year. In November of each year the Secretary shall mail to each Member a Membership Renewal Form, including a self-addressed return envelope. This notification will set out the Membership fee schedule and will request donations for trophies, rescue and/or health funds. To those Members who have not renewed by January 15<sup>th</sup>, the Secretary will send, via email, a renewal reminder. A final reminder will be mailed on March 1<sup>st</sup> to members whose renewals are not received by the end of February.
  - 1.2.2 Members failing to submit their completed renewal form and membership fees by the first day of April each year will be deleted from the records and must re-apply for Membership to be re-instated.
  - 1.2.3 On properly submitting his or her Membership Renewal Form an Associate Member will, in effect, be applying to become a Regular Member.
- 1.3 Membership Fees
  - 1.3.1 The Single Membership fee is \$20.00 per calendar year.

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- 1.3.2 The Family Membership fee is \$25.00 per year.
- 1.3.3 Fees for Canadian residents shall be in Canadian dollars; all others will submit fees in US dollars or by way of bank draft in Canadian dollars. The Board of Directors may alter membership fees from time to time.

### **SECTION 2: BOARD OF DIRECTORS**

- 2.1 The Board of Directors shall be the following Officers:
- President,
  - Vice President,
  - Secretary and
  - Treasurer,
- plus a minimum of four Regional Directors representing a minimum of four of the six Regions across Canada. The six Regions are:
- British Columbia,
  - Prairies (Alberta, Saskatchewan & Manitoba),
  - Ontario,
  - Quebec,
  - Atlantic (New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador).
  - Yukon and Northwest Territories.
- 2.2 Per Canadian Kennel Club (CKC) policy, each Region may be represented by a maximum of three Regional Directors, residing in the region they represent and elected by members residing in that region.
- 2.3 A Regular Member may hold a specific position on the Board of Directors for up to two full consecutive terms of office, in addition to any partial term served in fulfilling a vacancy for another Board member. One term of office is equal to 4 years. A Regular Member may hold only one position on the Board of Directors at a time except as provided in sub-section 3.3.2.

### **SECTION 3: NOMINATION AND ELECTION PROCEDURES**

- 3.1 Procedure for elections to be democratic
- 3.1.1 The procedure for the nomination and election of Officers and Regional Directors shall be conducted by BTC in a democratic manner.
- 3.1.2 Elections must be conducted by secret ballot. To be valid, ballots must be received by the Secretary (or an independent individual or firm designated by the Board of Directors) by the date stipulated on the ballot. Ballots shall be counted within five days of the due date by three Inspectors of Election or if received by an independent individual or firm designated by the Board of Directors, ballots will be counted by the independent individual or firm. Inspectors of Election are to be chosen in advance by the Board of Directors and are to be Regular Members

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in good standing who are neither members of the current Board of Directors nor candidates on the ballot.

- 3.1.3 The Board of Directors may designate an independent professional firm to send, receive and count the ballots.
- 3.1.4 BTC will conduct nomination, elections and voting by mail with a minimum of three weeks (twenty-one days) return period for ballots.
- 3.1.5 The person receiving the largest number of votes for each position shall be declared elected. If, for any reason, a successful nominee is unable to serve, the new Board of Directors shall fill the vacancy so created in the manner provided by Section 3.4.1 of the BTC By-laws.
- 3.2 Election of Board of Directors: Officers and Regional Directors
  - 3.2.1 Officers: The Officers of BTC shall be elected by the Regular Members nation-wide.
  - 3.2.2 Regional Directors: The Regional Directors shall reside in the Region they are representing and shall be elected by the Regular Members residing in that Region, or otherwise appointed by the Board of Directors.
- 3.3 Nominating Committee and Nominations
  - 3.3.1 The Board of Directors shall choose a Nominating Committee before August 15 in the year of the election. The Nominating Committee shall consist of three Regular Members from different areas of Canada, plus two alternates, all Regular Members in good standing. No more than one member of the Nominating Committee may be serving on the current Board of Directors. The Board of Directors shall name a Chairperson for the Committee. The Nominating Committee may conduct its business by telephone, mail or e-mail.
  - 3.3.2 The Nominating Committee shall nominate from among the Regular Members one candidate for each Office and one candidate for each Region to be represented and shall procure the acceptance of each nominee so selected. Candidates shall not be nominated for more than one Office or position on the Board of Directors. However, a candidate for an Officer's position may also hold a Regional Director's position if there is no one else in the Region available and willing to be nominated by the Nominating Committee. This does not preclude members from a Region nominating a Member from their Region for the position of Regional Director during the Additional Nomination period.
  - 3.3.3 The Nominating Committee shall submit its slate of candidates to the Secretary. The Secretary shall mail the list, which includes:
    - the full name of each candidate and the name of the Province or Region in which he or she resides, and
    - a list of candidates for Regional Director identifying each Region to be represented,to each Regular Member on or before September 15 in the year of the election, so that additional nominations may be made by the Regular Members if they so desire.
- 3.4 Additional Nominations

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- 3.4.1 Additional nominations of Regular Members may be sent in writing to the Secretary to be received at her or his regular address on or before October 15 in the year of the election, signed by one Regular Member in good standing. Each additional nomination shall be accompanied by the written acceptance of each additional nominee signifying his or her willingness to be a candidate. Nominations for Regional Directors will be accepted only from Regular Members in good standing residing in the specified Region. The nominee for such specified Region must also reside in that Region.
- 3.4.2 If no valid additional nominations are received by the Secretary on or before October 15 in the year of the election, the Nominating Committee's slate shall be declared elected and no balloting will be required.
- 3.4.3 If one or more valid additional nominations is received by the Secretary on or before October 15 in the year of the election, the Secretary or an independent individual or firm designated by the Board of Directors, shall, on or before October 31 in the year of the election, mail a ballot to each Regular Member in good standing. The ballot shall list all of the nominees for each Officer position with the name of the Province or Region in which each resides, plus the nominees for Regional Directors setting out their specified Region and stipulating that the Regular Member is to vote only for a Regional Director from his or her Region.
- 3.4.4 A blank envelope and a return envelope addressed to the Secretary or to an independent individual or firm designated by the Board of Directors marked "Ballot" and bearing the name of the Regular Member to whom it was sent will be included with the ballot.
- 3.4.5 So that the ballot will remain secret, each voter after marking her or his ballot shall seal it in the blank envelope, which in turn shall be placed in the second envelope addressed to the Secretary or an independent individual or firm designated by the Board of Directors. The second envelope containing the blank envelope containing the ballot shall be mailed to the Secretary or an independent individual or firm designated by the Board of Directors.
- 3.4.6 The Inspectors of Election or an independent individual or firm designated by the Board of Directors shall check the returns against the list of Regular Members whose dues are paid for the current year prior to opening the outer envelopes and removing the blank envelopes. The outer envelopes, after opening, shall be discarded or stored separately so that the blank envelopes containing the ballots may be opened and the ballots counted, thus maintaining the secrecy of the voting.
- 3.4.7 The results of the voting shall be certified by the Inspectors of Election or an independent individual or firm designated by the Board of Directors and the results shall be announced, either in writing to all Members, or in the next issue of Border Patrol which may be sent by regular mail or electronically.
- 3.4.8 The ballots shall be destroyed by the Inspectors of Election or an independent individual or firm 30 days after the results of the voting is announced.

### **SECTION 4: VOTING– OTHER NATIONAL ISSUES, AND PROBING**

SECTION 4: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS, OFFICIAL BREED STANDARD, VOTING – OTHER NATIONAL ISSUES, AND PROBING

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- 4.1 Distribution, Counting and Destruction of Ballots
  - 4.1.1 Where a ballot is deemed necessary, such ballot shall be distributed by the Secretary or by an independent individual or firm designated by the Board of Directors. Ballots that are distributed by the Secretary, will be counted by Inspectors of Election, who are Regular Members, chosen in advance by the Board of Directors. Ballots distributed by an independent individual or firm shall be counted by such individual or firm.
  - 4.1.2 All Reports, information, ballots and results and will be distributed electronically to all Members, except those who receive Border Patrol and other communications by regular mail. The aforementioned members will receive theirs via regular mail.
- 4.2 **Results of Voting, Referenda, and/or Probing**
  - 4.2.1 Results of voting or probing, and amendments to the constitution and/or the breed standard will be distributed in writing to all Members.
  - 4.2.2 Ballots shall be destroyed by the Inspector of Elections or the independent individual or firm 30 days after the results of the voting have been announced.
- 4.3 **Amendments to the Constitution and By-laws and the Official Breed Standard**
  - 4.3.1 The Constitution and By-laws and the Official Breed Standard may be amended at any time. For approval, a minimum of two-thirds (2/3) of all eligible voters (Regular Members) must vote in favour. See Sections 9.2 and 9.3 of the By-Laws.
  - 4.3.2 A report containing the proposed changes to the Constitution and By-laws and/or the Official Breed Standard and will be distributed to all Members.
  - 4.3.3 Members will be allowed four (4) weeks, from the date of distribution to respond to the report, with comments and/or additional proposed changes.
  - 4.3.4 Eight weeks following the distribution of the initial report, a referendum ballot with a blind envelope and a self-addressed envelope will be mailed to all Regular Members. Members will be requested to return their marked ballots, in the self-addressed envelope, within 15 days.
- 4.4 **Voting – Other National Issues**
  - 4.4.1 Information regarding issues considered by the Board of Directors to require a Membership vote shall be provided in writing to all Regular Members. Members will be invited to comment in writing, and all comments received will be shared with the Membership.
  - 4.4.2 Ballots will be provided for each Regular Member with instructions on the return of such ballots.
  - 4.4.3 For a ballot to be approved, a majority of all eligible voters (Regular Members) must vote in favour of accepting it.
- 4.5 **Probing**
  - 4.5.1 Probing is a procedure whereby the Board of Directors invites direct Membership input or comments regarding issues that do not require a Membership vote.
  - 4.5.2 The Board of Directors will send the detailed proposition(s) to the Members with a deadline date to respond. If no serious opposition has been received, the Board of Directors will proceed without other notification.
  - 4.5.3 If some acceptable amendment(s) to the proposition(s) has/have been received, the Board of Directors will either begin another probing, or at its discretion, may amend the proposition(s) and proceed without other notice if the amendment(s) is/are of a minor nature.

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## **SECTION 5: ELIGIBILITY TO VOTE**

- 5.1 Only Regular Members are permitted to vote during the election of Officers, Regional Directors and on other National issues.

## **SECTION 6: DUTIES OF THE OFFICERS AND REGIONAL DIRECTORS**

### 6.1 President

#### 6.1.1 The President shall:

- be the Chief Executive Officer.
- automatically be a member of all committees.
- have the responsibility to decide on the editorial team of Border Patrol.
- with the aid of the Secretary, have charge of all external correspondence.

6.1.2 The President shall be authorized to be a co-signer of all cheques, with the Secretary or Treasurer or other Officer as required, as appointed by the Board of Directors, as may be necessitated by geography.

6.1.3 The President shall arrange to have the books audited annually by a Regular Member, other than those with signing authority, and who is not a spouse of the Members with signing authority.

### 6.2 Vice-President

6.2.1 The Vice-President shall have the duties and exercise the powers of the President in case of the President's absence, incapacity or death for the period necessary or until the term is served.

### 6.3 Secretary

#### 6.3.1 The Secretary shall

- keep records of all meetings, activities, decisions, votes and probings of BTC.
- produce regular reports of the decisions and activities of the Board of Directors, and results of probing and voting.
- shall have charge of internal correspondence and shall have charge of external correspondence as directed by the President.
- shall keep a roll of the Members.
- shall notify the Membership of renewal requirements
- shall be responsible for the record centre and produce subsequent contents lists and documents as required.
- Shall be authorized to be a co-signer as required, with the Treasurer or President or such other Officer appointed by the Board of Directors (as may be necessitated by geography) of all cheques.

### 6.4 Treasurer

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### 6.4.1 The Treasurer shall

- collect and receive all monies due or belonging to BTC.
- deposit all monies in a Chartered Bank or Credit Union in an account in the name of BTC.
- keep books opened, at all times, for inspection by the Board of Directors.
- give at least one financial report for publication in the first quarter issue of Border Patrol following the year-end.
- provide at least one other detailed financial report to the Board of Directors by August 31 each year, covering transactions up to, and including, June 30.
- be authorized to be a co-signer as required, with the Secretary or President or other Officer appointed by the Board of Directors (as may be necessitated by geography) of all cheques.
- be bondable.

### 6.5 Transfer of Charges

6.5.1 All previous charges can be given to one other Officer but the responsibilities of the charge(s) remain with the original Officer.

### 6.6 Regional Directors

#### 6.6.1 The Regional Directors shall

- serve on the Board of Directors to provide Regional perspective and represent the Members living in the Region.
- attend LSC (see Section 10: BTC Local Section Clubs) meetings in their Region through submission of articles, reports and photographs to the editor of Border Patrol.
- share ideas from Members in their Region and information about Border Terrier activities in their Region through submission of articles, reports and photographs to the editor of Border Patrol.
- submit reports of activities in his or her Region for inclusion in each issue of Border Patrol.

## **SECTION 7: MEETINGS**

### 7.1 Meeting of the Board of Directors and the BTC Membership

7.1.1 All meetings of the Members will be governed by Robert's Rules of Order unless otherwise stipulated in these Procedures.

7.1.2 The President, or her or his designate, will chair the meeting.

7.1.3 Order of procedure for general Membership meetings shall be:

- a) Call to order;
- b) Adoption of minutes of the previous meeting as accepted or amended;
- c) Reports of the Treasurer, Secretary, Committees;
- d) Unfinished business;
- e) New Business; and



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f) Adjournment.

- 7.1.4 The President will call an Annual General Meeting of the Membership and an Annual Meeting of the Board of Directors. Both meetings, if possible, will coincide with the place and date of a BTC Specialty Show.
- 7.1.5 The quorum for the Annual General Meeting shall be 10% of the Regular Membership plus the President or his/her designate.

### **SECTION 8: ESTABLISHMENT, DURATION AND TERMINATION OF COMMITTEES**

#### 8.1 Establishment

- 8.1.1 Upon determining the need for a committee, the Board of Directors will publish, in Border Patrol or electronically, the mandate of the proposed Committee. The Board of Directors will invite volunteers from the Membership to join the Committee.
- 8.1.2 Any Member is eligible to join a Committee at any time by submitting written notification to the Secretary with a copy to the Committee Chairperson.

#### 8.2 Committee Chairperson

- 8.2.1 The Board of Directors shall direct each committee to select a Chairperson who is a Regular Member, in a democratic manner. An interested Board member will be assigned to oversee each Committee.
- 8.2.2 The Chairperson is responsible for reporting the progress of the Committee to the Board of Directors and to the Membership through regular Committee reports published in each issue of Border Patrol or electronically.
- 8.2.3 The Chairperson may appoint a Co-chairperson to assist.

#### 8.3 Duration

- 8.3.1 Committees will be in effect until their mandate is completed.

#### 8.4 Operation

- 8.4.1 All Committees of BTC shall operate in a democratic manner.
- 8.4.2 Any business within a Committee shall be done with the knowledge of all committee members. If there is a difference of opinion within a committee, a majority vote of all committee members shall prevail.
- 8.4.3 Before any proposal is presented to the Board, it is the Chairperson's responsibility to make certain that all Committee members have full knowledge of the proposal.
- 8.4.4 Any proposal of a Committee shall be presented to the Board of Directors for approval.
- 8.4.5 Committee Chairpersons must submit a yearly activity report to the Board of Directors for approval.
- 8.4.6 If a Committee is not performing the duties as described in the mandate of the Committee, the Board of Directors may dismantle the Committee.

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- 8.4.7 Application for funding of Committee projects must be made by submitting a detailed budget proposal to the Board of Directors. Acceptance or rejection of the application will be based on a majority vote of the Board of Directors.
- 8.5 Termination
- 8.5.1 Notification of termination of Committees will be published in Border Patrol or electronically.

### **SECTION 9: OFFICIAL PUBLICATION – “BORDER PATROL”**

- 9.1 The number of issues of Border Patrol published per year is at the discretion of the Board of Directors but there will be no fewer than two issues per year. These may be mailed and/or distributed electronically.
- 9.2 Each Membership household is entitled to receive one copy of each published issue.
- 9.3 The President shall appoint the editor of Border Patrol.
- 9.4 The editor may receive the help of a co-editor and/or editorial team.
- 9.5 The President shall act as director of the editorial team.
- 9.6 Deadlines for the subsequent edition shall be printed in each issue.
- 9.7 The following statement shall be included in each issue:

“Border Patrol is the official publication of Border Terrier Canada. The opinions expressed herein are those of the author(s) and not necessarily those of the editor(s) or the Board of Directors of BTC. The editor(s) reserves the right to reasonably edit all material submitted for publication. Permission to reprint is granted provided that proper credit is given to the author, BTC and Border Patrol.”
- 9.8 The reports of the Board of Directors shall be published in an administration section in Border Patrol, including the author’s name.
- 9.9 The BTC Code of Ethics shall be published on the last page of each issue of Border Patrol.
- 9.10 All information regarding voting and/or probing, including results, will be published in Border Patrol in addition to those provisions in Section 4 of these Procedures.

### **SECTION 10: BTC LOCAL SECTION CLUBS**

- 10.1 Considering BTC’s Constitution and referring to the Aims of BTC, the Board of Directors should be able to, indirectly and always in a democratic manner, use the Local Section Clubs’ (LSC) activities for the improvement of BTC.
- 10.2 To be an LSC the following obligations shall be followed:
  - 10.2.1 For initial formation of an LSC:

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- Members of BTC shall make an official written request to the Secretary to establish an LSC in a defined geographical area.
  - The Secretary will forward the request to the Board of Directors for discussion and a vote to accept or reject the request.
  - The Secretary will inform the applicants, in writing, of the decision of the Board of Directors.
- 10.2.2 The LSC will reserve regular membership for BTC Members in good standing and may establish associate membership for those who elect not to join BTC.
- 10.2.3 The LSC president, vice-president, secretary and treasurer (or secretary/treasurer) are required to be Regular Members in good standing of both BTC & CKC.
- 10.2.4 The LSC president, or her or his designate, who must also be a Regular Member in good standing of both BTC & CKC, will act as liaison between the LSC and the Board of Directors.
- 10.2.5 The LSC president, or her or his designate, will submit a quarterly report describing the activities of the LSC to the editor of Border Patrol.
- 10.2.6 The LSC will follow the By-Laws, Constitution and Code of Ethics of BTC.
- 10.2.7 The Board of Directors shall be able to define, from time to time, other regulations and requirements with respect to LSCs.
- 10.3 The Board of Directors retains, regarding LSCs, the rights
- a) to edit the reports to Border Patrol of LSC's activities if items are considered not to be acceptable;
  - b) to help by means of the resources of BTC;
  - c) to grant an LSC permission to hold a Booster or National Specialty Show once a year in the name of BTC keeping in mind that there may be only one BTC sponsored National Specialty Show per year in Canada. The requirements in "Section 11: CKC Sanctioned Events – Specialties & Boosters" shall be followed.
  - d) The President and Secretary of BTC shall be "complimentary" members of all LSCs. No voting privileges are attached to these memberships but will include subscriptions to all LSC newsletters and other mailings.

### **SECTION 11: CKC SANCTIONED EVENTS – SPECIALTIES & BOOSTERS**

- 11.1 National Specialty Events
- 11.1.1 BTC will hold one National Specialty event at a minimum of every thirty months. Per CKC policy, BTC may hold only one National Specialty event per year and the event must be held within Canada, unless otherwise approved by CKC.

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11.1.2 The National Specialty event can be hosted in any Region upon approval as set forth in Section 11.1.3.

11.1.3 Procedure for holding a National Specialty event is as follows:

- a) The Board of Directors may decide, from time to time, to hold a National Specialty event. For this purpose it will form a Specialty Committee, following the procedures set forth in Section 8: Establishment, Duration of and Termination of Committees.
- b) The Specialty Committee shall include at least four Regular Members.
- c) The Specialty Committee shall create a plan, including a proposed method for selection of venue and judge(s), as well as a budget and proposed sources of funding. The plan will be submitted to the Board of Directors.
- d) If the Board of Directors accepts the plan, a specific year, no sooner than two years from the date of acceptance of the plan, for holding the National Specialty event will be assigned and the Specialty Committee will be informed in writing or electronically by the Secretary.
- e) The Specialty Committee will provide periodic reports to the Board of Directors, detailing the organizational progress to date.

11.2 Application by an LSC to hold a National Specialty event

11.2.1 If an LSC is applying to the Board of Directors to hold a National Specialty event an application must be submitted to the Board of Directors and signed by at least four LSC members who are Regular Members of BTC. If the Board of Directors approves the application, the applicants who signed the application become the Specialty Committee and must follow the Procedure for holding a National Specialty event as outlined in Section 11.1.3.

11.2.2 If the LSC Specialty Committee wishes to apply for financial support from BTC, application may be made by submitting, in writing, a detailed budget proposal. The application for funding will be accepted or rejected by a majority vote of the Board of Directors. Funding will be made only during the year of the event. The Treasurer will set aside approved funding.

11.2.3 All credit for this event will be given to BTC.

11.3 Boosters

(To Be Created)

11.4 "Specialty & Booster Guidelines" will be developed and will be reviewed by Committee a minimum of every five years.

### **SECTION 12: DISCIPLINE PROCEDURES**

12.1 Filing of Complaints against Member(s)

12.1.1 Written complaints with specifications must be filed in duplicate with the Secretary.

12.1.2 The Secretary shall immediately send a copy to the Member, who is the subject of the complaint, by registered mail.

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- 12.1.3 The Member shall then have the opportunity to provide an explanation and/or defence within a reasonable time as set forth in the communication from BTC.
- 12.2 Response to complaints
  - 12.2.1 The Secretary shall promptly send a copy of the complaints and defence to each Officer.
  - 12.2.2 The Officers shall first consider whether the actions alleged in the complaints, if proven, might constitute conduct prejudicial to the best interests of BTC, the Border Terrier breed or the BTC Code of Ethics.
  - 12.2.3 The Officers have the option to call upon the remainder of the Board of Directors at this time.
  - 12.2.4 If the Officers consider that the complaints do not allege conduct that might be prejudicial, they may refuse to assume jurisdiction.
  - 12.2.5 All correspondence and discussion among the Officers or Board of Directors and the involved Member(s) must be considered confidential.
  - 12.2.6 If the Officers assume jurisdiction of the complaint, the Secretary shall promptly send, by registered mail, a notice of a meeting from the Board of Directors to the Member who is the subject of the complaint and the complainant, together with the assurance that the Member may personally appear and/or send a letter in his or her own defence and bring letters from witnesses.
  - 12.2.7 The Secretary will then send a copy of the complaints plus any explanation or defence provided by the Member in question, to the Board of Directors, together with the notice of meeting.
  - 12.2.8 No member of the Board of Directors having a direct relationship with the complainant or the Member who is the subject of the complaint shall be a voting party or take any part in the discussion of the complaints before the Board of Directors.
- 12.3 Suspension or Expulsion
  - 12.3.1 Should the complaints be validated after all information has been provided, the Board of Directors, may, by majority vote, suspend the Member who is the subject of the complaints from all privileges of BTC for a period of not more than six months from the date of the meeting.
  - 12.3.2 If the Board of Directors deems that suspension is insufficient it may also recommend to the voting Regular Membership that the penalty be expulsion.
  - 12.3.3 Immediately after the Board of Directors has reached its decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.
  - 12.3.4 Until the Board of Directors has reached its decision, all aspects of a disciplinary case shall remain confidential. In the event of a decision to suspend or expel a Member, the Board shall exercise its discretion concerning communication of the decision.
- 12.4 Appeals

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- 12.4.1 Notice of appeal by the affected Member must be received by the Secretary within 30 days of the written notification of suspension/expulsion.
- 12.4.2 If an appeal is made, the affected Member shall retain good standing until the appeal is acted upon.
- 12.4.3 The affected Member shall present his/her defence against the suspension/expulsion.
- 12.4.4 The Board of Directors shall review the appeal within thirty days of receipt and, by majority vote, sustain the appeal or uphold the suspension/expulsion.

### **SECTION 13: AMENDMENTS TO POLICY AND PROCEDURES DOCUMENT**

- 13.1 This document shall be known as the "Policy and Procedures Document".
- 13.1.2 The Board of Directors may make amendments to the Policy and Procedures Document in its discretion, from time to time. Amendments may also be proposed to the Board of Directors by written petition addressed to the Secretary, signed by 20 percent of the Regular Membership in good standing or such number as may be determined from time to time by the Board of Directors.
- 13.1.3 Proposed amendments will be discussed and voted on by the Board of Directors. A majority vote will prevail.

### **SECTION 14: BTC CODE OF ETHICS**

- 14.1 The BTC Code of Ethics is as follows:

#### **BORDER TERRIER CANADA CODE OF ETHICS**

This Code of Ethics is to establish a standard of conduct to be followed by all Members of Border Terrier Canada.

- The Members will do the utmost to consider the best interests of the breed and Border Terrier Canada.
- All dogs will be provided with humane living conditions and adequate health care.
- All breeding stock shall be maintained in good health and it is strongly recommended that stock be checked for and found free of hereditary and congenital diseases in accordance with generally accepted protocols and guidelines.
- Improving the breed should be the foremost concern of any breeding programme.
- Only Border Terriers registered with the CKC or eligible to be registered with the CKC shall be bred.
- It is strongly recommended that Border Terrier females should not be bred until at least 18 months of age and males at least 12 months.
- Members will give full disclosure of any information on the history, health tests, and genetics of their dog or dogs when requested.

## **BORDER TERRIER CANADA POLICY AND PROCEDURES DOCUMENT**

- No Member of BTC will wholesale or sell Border Terriers to pet shops, pet dealers or any other commercial establishment nor will any member permit any Border Terrier to be entered in a raffle.
- All Border Terriers shall be sold in good health, immunized and free from communicable diseases.
- No puppy should be sold before the age of 7 weeks.
- It is strongly recommended that all puppies sold as pets be sold on a non-breeding agreement.
- In compliance with the laws of Canada all puppies shall be registered with the CKC or country of origin registry.

Violations will be brought to the attention of the Board of Directors and dealt with as stated in the Constitution and By-laws of BTC.